

## PURPOSE

The Michigan Department of Health and Human Services (MDHHS) thoroughly reviews individuals, businesses or organizations considered for the following:

- Receiving an award from MDHHS as an agency (not employee to employee recognition awards).
- Speaking at an MDHHS event or, an event where MDHHS is a sponsor.
- Receiving a letter of congratulation from the governor or MDHHS director.

**Note:** A letter of congratulation is different from a retirement letter. Submit requests for a retirement letter from the governor or the MDHHS director to the MDHHS External Affairs and Communications; see [APC-200, Retirement Recognition](#).

- Receiving a tribute from the governor's office.

## DEFINITION

### Vetting

Vetting is the process of carefully and critically examining something.

### Better Business Bureau (BBB)

The BBB is a private, nonprofit organization whose self-described mission is to focus on advancing marketplace trust by providing profiles on businesses, brands and charities.

## POLICY

### Awards

Any individual, business, agency or organization considered for a MDHHS award must be appropriately vetted. After vetting the potential recipient(s), requesters must obtain approval from:

1. Their administration director or county director.
2. Their senior deputy director.
3. External Affairs and Communications at [MDHHS-recognition@michigan.gov](mailto:MDHHS-recognition@michigan.gov)

### **Presentations**

Any individual considered as a speaker for an MDHHS event or an event where MDHHS is a sponsor must be appropriately vetted. After vetting the potential presenter, requesters must obtain approval from:

1. Their administration director or county director.
2. Their senior deputy director.
3. External Affairs and Communications at [MDHHS-recognition@michigan.gov](mailto:MDHHS-recognition@michigan.gov)

### **Letter of Congratulation**

Any individual, business or organization considered for a congratulatory letter by the governor or MDHHS director must be appropriately vetted. After vetting the intended recipient, the requester must receive approval from:

1. Their administration director or county director.
2. Their senior deputy director.
3. External Affairs and Communications at [MDHHS-recognition@michigan.gov](mailto:MDHHS-recognition@michigan.gov)

### **Governor's Tribute**

Any state employee, MDHHS volunteer, member of the public, business or organization, receiving a tribute from the governor's office must be appropriately vetted. After vetting the intended recipient, the requester must receive approval from:

1. Their administration director or county director.
2. Their senior deputy director.
3. External Affairs and Communications at [MDHHS-recognition@michigan.gov](mailto:MDHHS-recognition@michigan.gov)
- The MDHHS executive office (final approval); see the [MDHHS Administrative Handbook](#).

**Note:** The MDHHS executive office will forward the request to the governor's office (the governor's office may approve or deny the request).

## PROCEDURE

### Award or Award Letter

For any volunteer and individual not employed by MDHHS:

- Conduct an extensive internet search (for example, Google or Facebook) for any information that could be reasonably considered noteworthy or, under the requester's determination, would preclude the requester from moving forward with the request.
- After the internet search, requester determines if it is appropriate to move forward with the request.
- Submit the MDHHS-5823, Vetting Request to the administration director or county director for approval. Upon approval send the request to their senior deputy director for approval.
- After senior deputy director approval, submit the request to the MDHHS External Affairs and Communications at [MDHHS-recognition@michigan.gov](mailto:MDHHS-recognition@michigan.gov) at least six weeks before award/award letter is presented or announced. Requests must include:
  - Subject's full name with middle name or middle initial.
  - A description of the purpose for recognition (award, letter of congratulation, etc.).
  - Name and location of the organization the individual is affiliated with (if applicable).
  - Any information obtained from internet search considered to be noteworthy.
  - A draft award letter if applicable.
- Upon receipt of all required information, External Affairs and Communications will review the submission and provide approval or denial to the requester.

For businesses and organizations:

- Conduct an extensive internet search (for example, Google or Facebook) for any information that would be reasonably

considered noteworthy or, under the requester's determination, would preclude the requester from moving forward with the request.

- Conduct a search through the Better Business Bureau (BBB) to determine if the business or organization is BBB accredited. If accredited, check and provide ratings. Review comments, if any, for noteworthy information; see *resources* in this item for detail about BBB and business searches.
- After the internet search, requester determines if it is appropriate to move forward with the request.
- Submit the MDHHS-5823, Vetting Request, to the administration director or county director for approval. Upon approval send the request to their senior deputy director for approval.
- After senior deputy director approval, submit the request to the MDHHS External Affairs and Communications at [MDHHS-recognition@michigan.gov](mailto:MDHHS-recognition@michigan.gov) at least six weeks before award is presented or announced. Requests must include:
  - Information obtained from BBB search regarding the subject's accreditation status, ratings and noteworthy comments (if applicable).
  - Any information obtained from internet search considered to be noteworthy.
  - Program information for organizations not established with the State of Michigan.
  - A draft award letter if applicable.
- Upon receipt of all required information, External Affairs and Communications will review the submission and provide approval or denial to the requester.

### **Presentation**

For volunteers and individuals not employed by MDHHS:

Conduct an extensive internet search (for example Google or Facebook) for any information that would be reasonably considered noteworthy or, under requester's determination, would preclude the requester from moving forward with the request.

- After internet search, requester determines if it is appropriate to move forward with the request.
- Submit the MDHHS-5823, Vetting Request, to the administration director or county director for approval.
- Upon approval send the request to their senior deputy director for approval.
- After senior deputy approval, submit the MDHHS-5823 to the MDHHS External Affairs and Communications at [MDHHS-recognition@Michigan.gov](mailto:MDHHS-recognition@Michigan.gov) at least six weeks before the presentation.

**Note:** If the speaking engagement is for a conference, follow the vetting process for a presentation and complete the process for conference approvals (including speakers) by filling out and submitting a MDHHS-5404, Conference Approval Request.

### Letter of Congratulation

For volunteers and individuals not employed by MDHHS:

- Conduct an extensive internet search (for example Google or Facebook) for any information that would be reasonably considered noteworthy or, under requester's determination, would preclude the requester from moving forward with the request.
- After internet search, the requester determines if it is appropriate to move forward with the request.
- Submit the MDHHS-5823, Vetting Request and draft letter, to the administration director or county director for approval. Upon approval send the request to their senior deputy director for approval; see the [MDHHS Administrative Handbook](#).
- After senior deputy director approval, submit the request to MDHHS External Affairs and Communications at [MDHHS-recognition@michigan.gov](mailto:MDHHS-recognition@michigan.gov) at least six weeks before the letter is presented or mailed. Requests must include:
  - Subject's full name with middle name or middle initial.
  - A description of the purpose for recognition (award, letter of congratulation, etc.).

- Name and location of the organization the individual is affiliated with (if applicable).
- Any information obtained from internet search considered to be noteworthy.
- A draft letter of congratulation.
- Upon receipt of all required information, External Affairs and Communications will review the submission and provide approval or denial to the requester.
- Submit a letter of congratulation from the governor to the MDHHS External Affairs and Communications at least six weeks prior to the requester's deadline for presentation or mailing. Submit a letter of congratulation from the MDHHS director to the MDHHS External Affairs and Communications at least six weeks prior to the requester's deadline for presentation or mailing.

See the [MDHHS Administrative Handbook](#) for more information.

For businesses and organizations:

- Conduct an extensive internet search (for example Google or Facebook) for any information that would be reasonably considered noteworthy or, under the requester's determination, would preclude the requester from moving forward with the request.
- Conduct a search through the Better Business Bureau (BBB) to determine if the business or organization is BBB accredited. If accredited, check and provide ratings. Review comments, if any, for noteworthy information; see *resources* in this item for details about BBB and business searches.
- After the internet search, requester determines if it is appropriate to move forward with the request.
- Submit the MDHHS-5823, Vetting Request and draft letter, to the administration director or county director for approval. Upon approval send the request to their senior deputy director for approval.
- After senior deputy director approval, submit the request to External Affairs and Communications at [MDHHS-](#)

[recognition@michigan.gov](mailto:recognition@michigan.gov) at least six weeks before the letter is needed for presentation or mailing. Requests must include:

- Information obtained from BBB search regarding the subject's accreditation status, ratings and noteworthy comments (if applicable).
- Any information obtained from internet search considered to be noteworthy.
- Program information for organizations not established with the State of Michigan.
- A draft letter of congratulation.
- Upon receipt of all required information External Affairs and Communications will review the submission and provide approval or denial to the requester.
- Submit a letter of congratulation from the governor to the MDHHS External Affairs and Communications at least six weeks prior to the requester's deadline for presentation or mailing. Submit a letter of congratulation from the MDHHS director to the MDHHS External Affairs and Communications at least six weeks prior to the requester's deadline for presentation or mailing.

See the [MDHHS Administrative Handbook](#) for more information.

### **Governor's Tribute**

For State of Michigan employees and contractors:

- Submit the MDHHS-5823, Vetting Request and draft tribute, to the administration director or county director for approval. Upon approval send the request to their senior deputy director for approval.
- Once approved by the senior deputy director, submit request to the MDHHS External Affairs and Communications at least six weeks before the tribute is needed for presentation.

See the [MDHHS Administrative Handbook](#) for more information.

**Note:** If approved, the MDHHS executive office will submit the request to the governor's office.

For volunteers and individuals not employed by MDHHS:

- Conduct an extensive internet search (for example Google or Facebook) for any information that would be reasonably considered noteworthy or, under requester's determination, would preclude the requester from moving forward with the request.
- After internet search, requester determines if it is appropriate to move forward with the request.
- Submit the MDHHS-5823, Vetting Request and draft tribute, to the administration director or county director for approval. Upon approval send the request to their senior deputy director for approval.
- Once approved by the senior deputy director, submit request to MDHHS External Affairs and Communications at least six weeks before the tribute is needed for presentation.

See the [MDHHS Administrative Handbook](#) for more information.

**Note:** If approved, the MDHHS executive office will submit the request to the governor's office.

For businesses and organizations:

- Conduct an extensive internet search (for example Google or Facebook) for any information that would be reasonably considered noteworthy or, under the requester's determination, would preclude the requester from moving forward with the request.
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- Submit the MDHHS-5823, Vetting Request and draft tribute, to the administration director or county director for approval. Upon approval send the request to their senior deputy director for approval.
- Once approved by the senior deputy director, submit request to the MDHHS External Affairs and Communications at least six weeks before the tribute is needed for presentation.

See the [MDHHS Administrative Handbook](#) for more information.

**Note:** If approved, the MDHHS executive office will submit the request to the governor's office.

## RESOURCES

The BBB serves the state of Michigan in two capacities: Detroit and Eastern Michigan, <https://www.bbb.org/en/us/local-bbb/bbb-of-detroit-and-eastern-michigan> and Western Michigan, <https://www.bbb.org/en/us/local-bbb/bbb-serving-western-michigan>.

The Detroit and Eastern Michigan service area includes the eastern half of the Lower Peninsula from Jackson County, north through central Michigan to Alpena, and includes the entire Upper Peninsula.

The Western Michigan service area includes Grand Rapids, Kalamazoo, Traverse City, Lansing, Battle Creek, Muskegon, Holland, Mount Pleasant, Cadillac, and Petoskey.